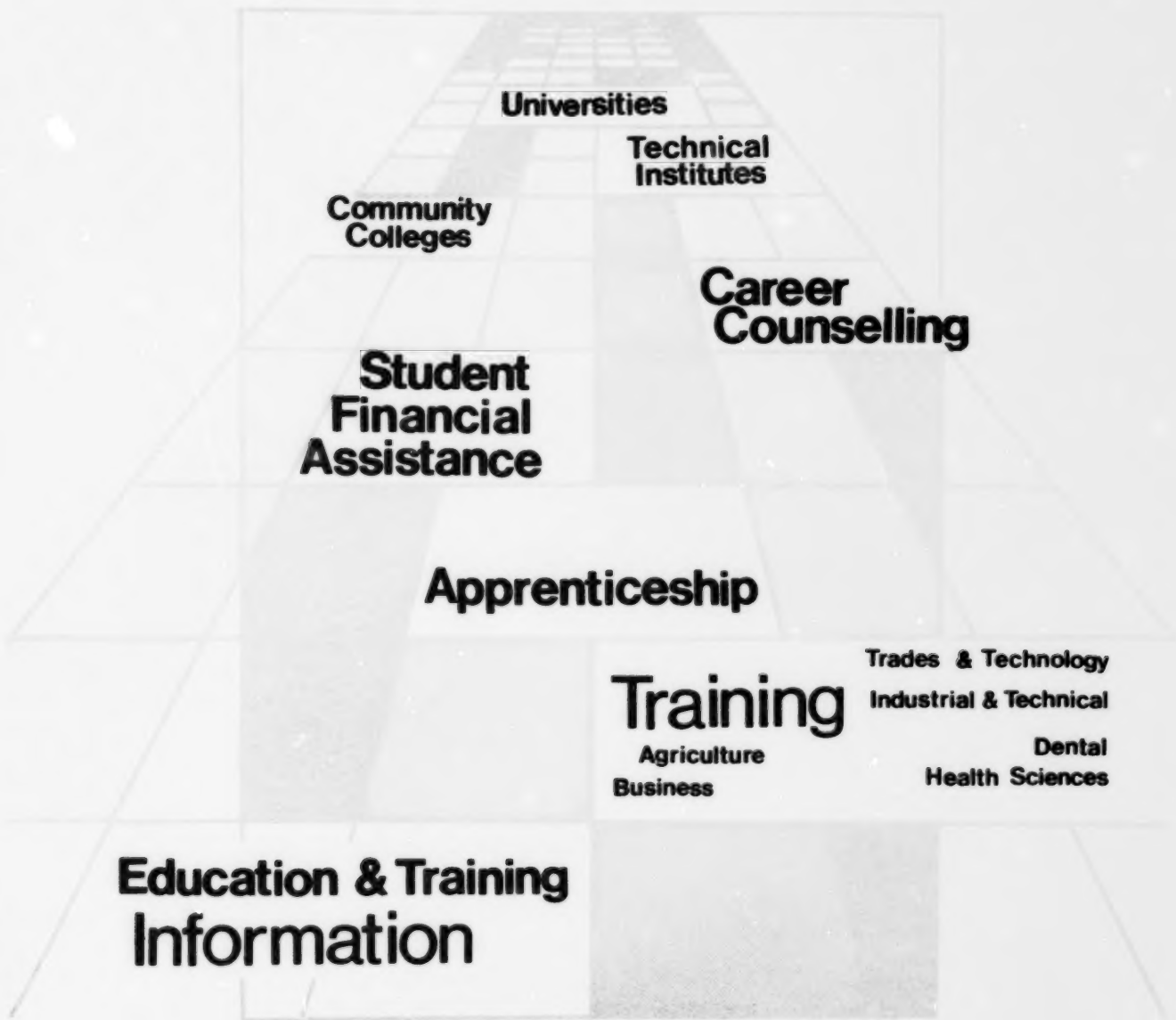
Saskatchewan
Advanced
Education and
Manpower

Programs & Services



PROGRAMS AND SERVICES (August 1986)

The mandate of Saskatchewan Advanced Education and Manpower is: to fund, design, and operate the province's adult and post-secondary education system to meet the training needs of individuals and the skilled manpower needs of employers; and to aid the Saskatchewan labour market by developing policies and programs in the areas of employment training, vocational guidance, and employment counselling.

To fulfill this mandate the department oversees the operations of educational institutions and carries out a number of programs and services, including:

1) Canada Student Loans Program
2) Saskatchewan Student Loan Program
3) Saskatchewan Supplementary Loan Program
4) Interest Write Down Program
5) Saskatchewan Student Bursary Program
6) Special Incentive Bursary Program
7) Universities
8) University Renewal and Development Fund
9) Vocational Rehabilitation of Disabled Persons Agreement
10) Saskatchewan Skills Development Program (SSDP)
11) Saskatchewan Skills Extension Program (SSEP)
12) Apprenticeship and Trade Certification
13) Technical Institute Programs
14) Saskatchewan Technical Institute
15) Kelsey Institute of Applied Arts and Sciences
16) Wascana Institute of Applied Arts and Sciences
17) Northern Institute of Technology
18) Meadow Lake Vocational Centre
19) Saskatchewan Community Colleges
20) Adult Basic Education
21) GED Testing Program (High School Equivalency Tests)
22) Language and Citizenship
23) Occupational English
24) Non-Status Indian and Metis (NSIM) Program
25) Career Training Information
26) Northern Training Program
27) Northern Student Career Information

In Northern Saskatchewan this department also oversees education and training-related programs for the Employment Development Agency. Tnese include:

28) Native Career Development Program (NCDP)
29) Canada-Saskatchewan Special Agriculture and Rural Development Agreement (ARDA)

Any changes required to this directory should be brought to the attention of the:

Communications Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5
Tel: (306) 787 - 2010

1) CANADA STUDENT LOANS PROGRAM

The Canada Student Loans Program provides federally-guaranteed loans for students in full-time post-secondary courses of at least 12 consecutive weeks. Loan amounts are determined by the number of weeks of the course multiplied by a weekly loan limit. The Canada Student Loans Program pays the interest on this loan while the student is in full-time attendance, and for a six-month period following completion or discontinuation of full-time study. After this time, the student begins repaying the loan plus interest.

In addition, the part-time Canada Student Loans Program provides interest-bearing loans to part-time students for tuition, books, miscellaneous allowances, transportation, and day care. Students must begin to repay these loans 30 days after negotiation.

Students unable to obtain employment upon graduation, and therefore unable to repay their loans, may apply to the Interest Relief Program to have their payments deferred for three months at a time, up to an additional 18 months. Applications for the Interest Relief Program are available at banks and Canada Employment and Immigration Centres.

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

2) SASKATCHEWAN STUDENT LOAN PROGRAM

Students enrolled in an adult basic education course at one of Saskatchewan's community colleges will be considered for Saskatchewan Student Loans since they are not eligible for federal loans. The eligibility and assessment criteria for these loans are the same as for the Canada Student Loans Program.

Since the Saskatchewan Student Bursary is available for only the first five years of adult or post-secondary study, students are then eligible for a Saskatchewan Student Loan to supplement their Canada Student Loan after the five years. Saskatchewan Student Loan assistance is available for in-province study only.

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

3) SASKATCHEWAN SUPPLEMENTARY LOAN PROGRAM

The Saskatchewan Supplementary Loan Program provides loans for students in full-time post-secondary courses of more than three consecutive weeks. Amount of the loan is determined by the number of weeks of the course multiplied by the weekly loan limit.

The provincial government pays the interest on this loan while the student attends classes full-time and for six months following completion or discontinuance of full-time study. After this time, the student begins repaying the loan plus interest. The interest rate on Supplementary Loans will be written down to 6 per cent from the prevailing rate.

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

4) INTEREST WRITE DOWN PROGRAM

For Canada Student Loans related to courses starting May 1, 1986 or later, the provincial government will pay all interest charges in excess of 6 per cent on loans that are kept current.

Saskatchewan Student Loans and Saskatchewan Supplementary Loans will also be written down to an interest rate of six per cent by the provincial government.

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

5) SASKATCHEWAN STUDENT BURSARY PROGRAM

The Saskatchewan government offers Saskatchewan Student Bursary assistance to eligible students for their first five years of adult or post-secondary study. The bursary is determined by the number of weeks of study multiplied by a weekly limit. A non-repayable bursary is granted only in conjunction with a loan.

Full Saskatchewan Student Bursary assistance is available in-province only; up to one-half bursary is available for students enrolled in public Canadian educational institutions out-of-province; bursaries are not available for study at private schools, out-of-province, or for study outside Canada.

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

6) SPECIAL INCENTIVE BURSARY PROGRAM

The Saskatchewan government offers a Special Incentive Bursary for disadvantaged students with special needs. To be eligible, the applicant must be a single parent or be accepted into one of the following:

* Vocational Rehabilitation of Disabled Persons Program (VRDP)
* Non-Status Indian and Metis Program (NSIM)
* Northern Career Program (NCP)
* Saskatchewan Urban Native Teacher Education Program (SUNTEP)

To be eligible for Special Incentives Program assistance, a student must be a full-time student in an educational program that is:

- at least 12 consecutive weeks in length;
- post-secondary in nature; and,
- approved for credit at a designated educational institution.

Special Incentive students may receive, based upon the assessed need: Canada or Saskatchewan Student Loans, Saskatchewan Student Bursaries, Special Incentive Bursaries, and/or Saskatchewan Supplementary Loans.

Special Incentive students who successfully complete their first year of adult or post-secondary study are eligible to apply for 100 per cent remission of their first year loan. Students who complete their second year are eligible to apply for 50 per cent remission of their second year loan. (Adult Basic Education students may have up to 100 per cent of their ABE loans forgiven.)

Contact: Student Financial Services Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5620, 787 - 5621, 787 - 5622

7) UNIVERSITIES

The Department provides operating and capital construction funding for Saskatchewan's two universities. Through consultation, the Department fosters a co-ordinated approach to help universities meet changes needed to keep pace with new developments in education and training.

Through inter-provincial training agreements, the Department co-operates with universities in other jurisdictions to reserve and fund a specified number of training places for Saskatchewan residents for training not available in this province.

Contact: University Affairs Division
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: 787 - 5922

8) UNIVERSITY RENEWAL AND DEVELOPMENT FUND

Universities play a key role in the economic and social development of Saskatchewan. Through a "Partnership for Progress" the Government of Saskatchewan established the University Renewal and Development Fund to allow universities to plan their building and equipment needs on a five-year basis.

Over the five years, 1985-86 to 1989-90, a total of $125 million will be allocated for university renewal and development projects. Expenditure of these funds is made in consultation with the two universities.

Contact: University Affairs Division
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: 787 - 5922

9) VOCATIONAL REHABILITATION OF DISABLED PERSONS

Under the terms of the Vocational Rehabilitation of Disabled Persons (VRDP) Agreement, rehabilitative vocational training is offered to mentally and/or physically disabled persons who are vocationally handicapped. Program expenses are cost-shared with the federal government through Health and Welfare Canada.

Contact: Occupational Training Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5602

10) SASKATCHEWAN SKILLS DEVELOPMENT PROGRAM

The Saskatchewan Skills Development Program (SSDP) is a joint training initiative between the provincial Department of Advanced Education and Manpower, the Employment Development Agency and the Department of Social Services. SSDP, announced in the March 1984 budget, provides academic and skill training opportunities for social assistance recipients through the province's community colleges and technical institutes.

Objectives of the program are:

* to prepare social assistance recipients to compete more effectively for jobs by gaining the required educational basics, job search techniques, and life skills;

* to provide individuals with the pre-requisite education they need to access further occupational training; and,

* to help individuals to obtain at least Grade 10 and the skills to compete more effectively for employment.

Regional community colleges and the four technical institutes are involved in the program. Individuals may also apply to attend registered private trade schools if suitable training is not available at the colleges or institutes.

Approximately 50 per cent of the students live in the regions served by Regina Plains and Saskatoon Region Community Colleges.

Contact: Community Colleges Branch
Advanced Education and
Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5
Tel: (306) 787 - 5635

11) SASKATCHEWAN SKILLS EXTENSION PROGRAM

The Saskatchewan Skills Extension Program (SSEP) offers decentralized delivery of institute-based, credit training throughout the province. Through technical and vocational programs off-campus, SSEP:

* increases the accessibility to occupationally-based training;

* responds to both individual training needs and the broader need of the provincial labor market; and,

* enables greater participation by non-traditional students in technical-vocational programs, including those in the north.

Contact: Occupational Training Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5
Tel: (306) 787 - 5596

12) APPRENTICESHIP AND TRADE CERTIFICATION

Apprenticeship training is available without charge to any Saskatchewan resident who meets the educational pre-requisites, is 16 years or older and is working in a designated trade.

The apprenticeship program includes both technical and on-the-job training. Short periods of training are provided at technical institutes. Longer periods of on-the-job training are spent under the supervision of a certified journeyman. Apprentices are paid employees whose wages increase with experience. At the end of the apprenticeship program, apprentices may qualify for journeyman standing.

The trade certification program is designed so that tradesmen who have not served a formal apprenticeship but have worked in the trade for an extended period of time, may challenge the journeyman examination. Those who are successful receive the Certificate of Qualification.

Saskatchewan has 31 designated trades. These are:

- agricultural machinery technician
- barber-stylist
- boilermaker
- bricklayer
- carpenter
- cement finisher
- cook
- cosmetologist
- drywall and acoustical mechanic
- crane and hoist operator
- electrician
- glassworker
- heavy duty equipment mechanic
- insulator
- industrial instrument mechanic
- machinist
- industrial mechanic (millwright)
- motor vehicle body repairer
- motor vehicle mechanic
- painter and decorator
- plasterer
- plumber
- radio and television repairer
- power lineman
- roofer
- sheet metal worker
- sprinkler system installer
- steamfitter/pipefitter
- tilesetter
- welder
- refrigeration and air conditioning mechanic

Contact: Apprenticeship and Trade Certification Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Tel: (306) 787 - 2444, 787 - 2777

13) TECHNICAL INSTITUTES

Saskatchewan Advanced Education and Manpower is responsible for the administration of four technical institutes:

Saskatchewan Technical Institute in Moose Jaw;

Kelsey Institute of Applied Arts and Sciences in Saskatoon;

Wascana Institute of Applied Arts and Sciences in Regina; and the

Northern Institute of Technology in Prince Albert.

Technical institutes offer more than 85 full-time training programs, ranging in length from a few weeks to two years, in the following areas:

* agriculture
* business and office occupations
* dental
* engineering technologies
* health sciences and social services
* industrial and trades
* service occupations

Institutes provide people with technical and vocational training for the workplace. Many students are preparing for their first job. Some are already employed and require re-training, others prepare for an occupational change or to re-enter the workplace.

To meet today's training/education needs, technical institutes are using innovative approaches in their program delivery. These include competency-based learning, which allows students to progress at their own rate, and co-operative education which provides students with periods of paid supervised work placement. The option of part-time study is offered. In some programs it is possible to take only selected "modules" or units of study to give students the specific training they require. These options are available in selected programs.

Skill training consists of an appropriate balance of theoretical instruction and practical application based on the needs of industry as outlined by each trade advisory board.

Successful graduates receive either a diploma or certificate depending on the length of their program.

Contact: **Your nearest Technical Institute; or
Institute Operations Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5666

14) **SASKATCHEWAN TECHNICAL INSTITUTE** - Moose Jaw

The Saskatchewan Technical Institute (STI), established in 1958, offers training in: engineering technologies, business and industrial programs. STI offers extensive off-campus credit and non-credit programs.

Contact: Saskatchewan Technical Institute
Saskatchewan Street & 6th Avenue N.W.
Box 1420
Moose Jaw, Saskatchewan
S6H 4R4

Tel: (306) 694 - 3200

15) **KELSEY INSTITUTE OF APPLIED ARTS AND SCIENCES** - Saskatoon

Kelsey Institute opened in 1963 and now offers training in: applied sciences, health sciences, industrial programs, and personal and community services.

Contact: Kelsey Institute of Applied Arts and Sciences
Idylwyld Drive & 33rd Street East
Box 1520
Saskatoon, Saskatchewan
S7K 3R5

Tel: (306) 933 - 6350

16) **WASCANA INSTITUTE OF APPLIED ARTS AND SCIENCES** - Regina

Wascana Institute was established in 1972 and now offers training at five campuses in the city. Training is offered in: health sciences, dental sciences, business and agriculture.

A technical/industrial training division was added in January 1985 when the North Winnipeg Street Campus opened. The institute also offers several off-campus extension courses.

Contact: Wascana Institute of Applied Arts and Sciences
Box 556
Regina, Saskatchewan S4P 3A3

Tel: (306) 787 - 4356

17) **NORTHERN INSTITUTE OF TECHNOLOGY** - Prince Albert

Saskatchewan's fourth technical institute will open its doors in the fall of 1986, offering more than 30 areas of study. These will include: carpentry, electrical, welding, motor vehicle mechanical repair, industrial mechanics, electronics, heavy equipment operator, accounting, office education and forestry training. New study areas to Saskatchewan to be offered at the Northern Institute include: chemical dependency worker, correctional worker and a fine arts program.

Contact: Northern Institute of Technology
1257 First Avenue East
Box 3003
Prince Albert, Saskatchewan
S6V 6G1

Tel: (306) 922 - 2494 or (306) 922 - 2495

18) **MEADOW LAKE VOCATIONAL CENTRE**

This centre provides training in adult basic education, office education, building construction, motor vehicle mechanical repair, introductory heavy equipment mechanics, and carpentry apprenticeship training.

It is equipped with mechanical and construction shops, kitchen cafeteria, resource centre, and provides for sports and recreation activities.

Residential trailers provide accommodation for single students attending the centre.

Contact: Meadow Lake Vocational Centre
Box 1210
Meadow Lake, Saskatchewan
S0M 1V0

Tel: (306) 236 - 5683

19) **SASKATCHEWAN COMMUNITY COLLEGES**

Saskatchewan's 15 regional community colleges and the Saskatchewan Indian Community College at Saskatoon offer educational opportunities, on a brokerage basis, to more than 90,000 adults each year throughout the province in the areas of: adult basic education, adult secondary education, employment training, agriculture, technical institute training, university credit extension courses, fine arts classes, physical development, home skills, personal development classes, and community programs.

The Department of Advanced Education and Manpower supports the province's community colleges with administrative controls and assists in development, through a central office and a number of regional field co-ordinators. Community colleges are funded through provincial government grants.

Contact: **Your local Community College, or
Community College Field Co-ordinator
c/o Community Colleges Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5

Tel: (306) 787 - 5901

20) ADULT BASIC EDUCATION

Adult Basic Education (ABE) in Saskatchewan is exclusively within the mandate of Saskatchewan's 16 community colleges. ABE is available to adults 18 years of age and over who have been out of school for at least one year.

Adult Basic Education includes the following areas: Literacy 1-4, Adult 5-10 Upgrading, Adult 11/12, Basic Job Readiness Training, Basic Training and Skill Development, and Life Skills.

Students seeking ABE training may apply for sponsorship to one of the following for funding: Canada Employment Centres, Saskatchewan Skills Development Program, Non-Status Indian Metis program, Department of Indian Affairs and Northern Development, and the Northern Training Program.

Non-sponsored applicants may participate as fee payers and are eligible for assistance through Saskatchewan Student Loans and Bursary Program.

Contact: ABE Co-ordinator
Community Colleges Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5

Tel: (306) 787 - 5635

21) **GED TESTING PROGRAM** (High School Equivalency Tests)

The General Educational Development (GED) Testing is a program through which Saskatchewan residents 19 years or older may receive a high school equivalency certificate. It recognizes that many adults who have not completed formal high school education may have acquired educational maturity equal to or above the level of a high school graduate. GED testing determines that level.

GED tests are conducted by the community colleges across the province. Alternate tests are provided in French as well as Braille, large-type and audio-tape for the visually and physically handicapped.

Contact: GED Tests
Community Colleges Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5

Tel: (306) 787 - 5597

22) **LANGUAGE AND CITIZENSHIP**

Language and citizenship instruction is provided on a part-time basis for new Canadians who have been granted permanent admission to Canada. English as a Second Language teaches the language and the basics regarding Canadian society and citizenship for newcomers becoming Canadians.

Contact: Language and Citizenship
Community Colleges Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Tel: (306) 787 - 5635

23) **OCCUPATIONAL ENGLISH**

Occupational English provides English as a Second Language instruction to refugees, landed immigrants or Canadians whose mother tongue is not English. Basic Occupational English classes normally last for 20 weeks. Instruction is offered at the beginner, intermediate and advanced levels.

Contact: Occupational Training Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Tel: (306) 787 - 5637

24) NON-STATUS INDIAN AND METIS PROGRAM

The Saskatchewan government offers the Non-Status Indian and Metis (NSIM) Program to provide training for Non-Status Indian and Metis.

The program seeks to promote a full range of training activities designed to enable Native people to participate equally with others in the economic, civic, and social life of the community.

Specific objectives of the program are to help Native people upgrade their academic knowledge and skills as well as assisting Native people to obtain employment related training.

Contact: Community Colleges Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 5635

25) CAREER TRAINING INFORMATION

For information about counselling services, community colleges, technical institutes, training sponsorship, and other Saskatchewan adult and post-secondary education matters, Advanced Education and Manpower provides an inquiry/referral service.

Contact: General Inquiries
c/o Communications Branch
Advanced Education and Manpower
1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V5
Tel: (306) 787 - 2010

26) NORTHERN TRAINING PROGRAM

The Northern Training Program (NTP) offers two types of adult education courses to Northern residents: skill training; and, adult basic education.

The Northern Division of Advanced Education and Manpower, through the three community colleges in the north, helps Northerners benefit from jobs created by current resource development. Co-operating with industry and the Employment Development Agency, the Division designs and delivers special programs to prepare Northerners for immediate employment.

Contact: Administration Officer
Advanced Education and Manpower
Northern Division
Box 5000
La Ronge, Saskatchewan
S0J 1L0
Tel: (306) 425 - 4387

27) NORTHERN STUDENT CAREER INFORMATION

As part of the Special Incentives Program, the Northern Careers Program (NCP) provides financial and counselling support to Northern Administrative District residents, assisting them in the preparation of student financial assistance application forms.

Contact: Resource Centre Co-ordinator
Advanced Education and Manpower
Northern Division
Box 5000
La Ronge, Saskatchewan
S0J 1L0

Tel: (306) 425 - 4374

28) NATIVE CAREER DEVELOPMENT PROGRAM

The Employment Development Agency, through the Native Career Development Program (NCDP), works with employers in a co-ordinated effort to train and place Saskatchewan Native people in career positions offering potential for the future. In the north, the Northern Division of Advanced Education and Manpower oversees this program.

Following discussions with interested employers, NCDP staff develops training modules for jobs identified. An individualized training plan is developed for each designated job. When a Native candidate is matched with the job, this training package is provided for the candidate.

Upon successful completion of training, the individual is hired by the employer.

Contact: Industrial Training Officer
Advanced Education and Manpower
Northern Division
Box 5000
La Ronge, Saskatchewan
S0J 1L0

Tel: (306) 425 - 4398

29) CANADA-SASKATCHEWAN SPECIAL AGRICULTURE AND RURAL DEVELOPMENT AGREEMENT (ARDA)

Special ARDA is designed to inform and assist rural Saskatchewan citizens of Native ancestry in the development of new economic opportunities. The agreement, a cost-shared arrangement between the federal and provincial governments, is administered in Saskatchewan by the Employment Development Agency.

In the north, the Northern Division of Advanced Education and Manpower administers the socio-economic agreement. This includes innovative projects and training which will most likely lead to direct employment.

Contact: Native Services Branch
Employment Development Agency
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5
Tel: (306) 787 - 5722

or

Advanced Education
and Manpower
Northern Division
Box 5000
La Ronge, Saskatchewan
S0J 1L0
Tel: (306) 425 - 4380